

**90**  
YEARS+  
*auth*

**Incoming  
Students'  
Guide**



**D**epartment of European Educational Programmes



**Aristotle University of Thessaloniki**

# BEFORE YOUR ARRIVAL

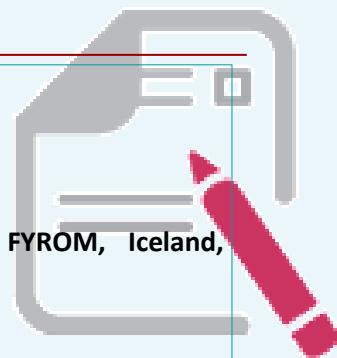
## Application form:

Before arrival, students who have been selected by their Home Institution to study at Aristotle University of Thessaloniki within the Erasmus Programme, have to apply on-line at:

<https://eurep.auth.gr/en/incoming/erasmusplusform> for Erasmus+ Students (including FYROM, Iceland, Liechtenstein, Norway and Turkey).

<https://eurep.auth.gr/en/incoming/internationalform> for Erasmus+ International Students and

<https://eurep.auth.gr/en/incoming/mundusform> for Erasmus Mundus students.



## Learning agreement:

All grantees are required to fill in a Learning Agreement (for studies or traineeship) or a work plan, stating the courses they plan to attend or the traineeship area.

Information regarding the courses and the equivalent ECTS is available at:

- the website of Aristotle University at [www.auth.gr](http://www.auth.gr) (Education ⇒ Faculties & Schools) or
- the study guide of Aristotle University at <http://qa.auth.gr/en/studyguide> & <https://eurep.auth.gr/en/students/info/courses>

Please keep in mind that you can make changes to the Learning Agreement only **ONCE** after your arrival and registration.

**The application form and the learning agreement for studies/traineeships must be**

- signed by the student
- signed and stamped by the Sending Institution's Coordinator
- sent to the Department of European Educational Programmes (via e-mail)
  - ⇒ [erasmus-incoming@auth.gr](mailto:erasmus-incoming@auth.gr) for Erasmus+ Students
  - & [eurep-projects@auth.gr](mailto:eurep-projects@auth.gr) for Erasmus+ International & Erasmus Mundus Students

Both documents are not only mandatory, but also essential for the accreditation of the studies/traineeship period in AUTH. The students receive a Letter of Acceptance once they complete the on-line registration and submit a duly signed Learning Agreement.

# REGISTRATION

## Upon your Arrival at AUTH

**Check-in** at the Department of European Educational Programmes (Erasmus Office):

- Either submit a certificate of arrival for signature or ask for a certificate of arrival from the Erasmus Office
- Obtain the "Erasmus ID Card" (necessary for the Secretariat of the School, the University's Student Club - Restaurant and an AUTH e-mail account)
- **Non-EU Students** can get instructions regarding their residence permit

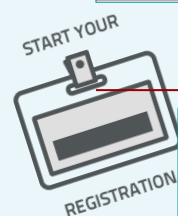
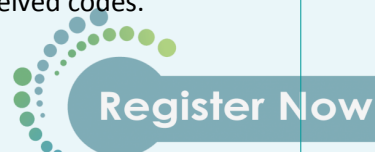
**Erasmus Mundus & Erasmus+ International students** are expected to submit their arrival boarding passes.

Regarding AUTH e-mail account:

After successful registration at the **Secretariat of the School that you will be attending at AUTH**, the students will receive an SMS on their mobile phone indicating two codes (APM & OTP), necessary for the creation of an AUTH e-mail account (this SMS will arrive after some days). Next, they will have to visit the webpage <https://register.auth.gr/account>, in order to create a user account with the two received codes.

**Enroll** at the Secretariat of your School at AUTH:

- Submit a copy of the Learning Agreement
- Submit a copy of the European Health Card or Private Insurance
- Get instructions on how to apply on-line for the Academic ID Card ("passo"), which gives access to university libraries, sports facilities and entitles students to discount rates on public transportation. Documents necessary for enrollment at a School: 2 photos and the "Erasmus ID Card" issued by the Department of European Educational Programmes.





# ACCOMMODATION



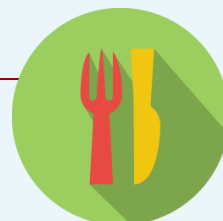
In order to assist the incoming Erasmus students as much as possible, our Department provides information of housing rentals on its website:

<http://eurep.auth.gr/en/accommodation-list>

This list works independently from our Department and interested students should directly contact the landlords.

Students can also contact the ESN (Erasmus Student Network) of Aristotle University of Thessaloniki, as they sometimes are able to assist and facilitate them. Students can reach them at [auth@esnthessaloniki.gr](mailto:auth@esnthessaloniki.gr).

# UNIVERSITY CLUB - RESTAURANT



All Erasmus students are offered **three free meals per day (7 days a week)** at the University restaurant. The students can register at [register.auth.gr/dining-info](http://register.auth.gr/dining-info) and login to the system using the username and password of their AUTH e-mail account (requires the previous creation of an AUTH e-mail account)

If the Restaurant Registration is successful, you will receive the following message (in Greek):

*"Your application for dining at the university restaurant has been accepted.*

*You do not need to submit any other documents.*

*Please allow some time for processing of your application by the university dining services.*

*You will be informed of the outcome by email."*

In case of any errors or problems, please contact the IT Center of Aristotle University of Thessaloniki at [support@auth.gr](mailto:support@auth.gr). The IT Center is located on the 1st floor of the University's Central Library.



# MEDICAL CARE



**Erasmus+ Students:** They should carry with them the "European Health Insurance Card" which is provided by the relevant authorities of their country of residence. Those who undertake a traineeship should have a Health insurance from their country of origin as well as an insurance for Accident and Civil Liability. Erasmus+ Students from non-EU countries (not Erasmus+ International) can get a student medical care booklet from the Secretariat of their School, under the condition that they do not have any other form of health insurance. This covers them for full medical care, medication and hospitalization.

**Erasmus+ International Students:** They must have a private or public Health Insurance prior to their arrival at the Hosting Institution which will be valid for European countries. They should have an insurance for Accident and Civil Liability too.

**Erasmus Mundus Students:** They are covered medically by the Erasmus Mundus Programme.



## GREEK LANGUAGE COURSES

The Department of European Educational Programmes, in cooperation with the School of Modern Greek Language of ATh, offers courses of Modern Greek language and culture to incoming students (supervised by the Faculty of Philosophy).

All Erasmus students can attend a 2-week, a semester or an on-line course, **free of charge** (upon signing of the Declaration Form).

For more details about all Greek Language Programmes, please follow the link: [http://smg.web.auth.gr/wordpress/?page\\_id=2997&lang=en](http://smg.web.auth.gr/wordpress/?page_id=2997&lang=en).

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## STUDENT SERVICES

**University Sports Centre:** All incoming students have access to sports facilities by submitting at the secretariat of the University Sports Centre their Academic ID Card and one photo.

**Kalandra University Camp:** During summer, Erasmus students can use the ATh camping facilities at Poseidi, in Chalkidiki. More information at <http://www.auth.gr/node/8170>.

**Counseling and Guidance Centre:** The Centre provides counseling and psychological support to students of the Aristotle University of Thessaloniki on issues related to stress, difficulties adjusting to the university environment or problems with regard to their studies, family and personal problems, sexuality, psychosomatic disorders etc.

For more details please visit: <https://www.auth.gr/en/units/19300>.



## VISA (NON-EU STUDENTS/STAFF)



All non-EU incoming students/staff, need to apply for a visa, prior to their arrival in Greece.

For a visa, a Letter of Acceptance is required, from the **Department of European Educational Programmes** which is sent both by e-mail and by post.

You should contact the nearest authorized Greek Embassy or Consulate and receive information regarding all the necessary documents, as well as the formal application procedure (Greek Missions around the world can be found at: <http://www.mfa.gr/en/appendix/greece-bilateral-relations/a.html>)

The students need to go to the Greek Embassy or Consulate in their home country in person and hand in the required documents, as well as the Letter of Acceptance.

**Attention:** It is advised to start the visa application process as soon as possible, since the procedures sometimes require a considerable amount of time.

## RESIDENCE PERMIT (NON-EU STUDENTS)

Once in Thessaloniki, students who are going to spend at least 3 months in Greece must apply for a Residence Permit at the Immigration Office of Thessaloniki (1, Taki Oikonomidi Street, tel: +30 2313309202/+302313309207). Our Department will provide the students with the necessary documentation for their application.



## BANK ACCOUNT

### Only for students who receive a grant from AUTH:

Students who receive a grant from Aristotle University of Thessaloniki (and not their own Home Institution) will be requested to open a bank account in a local bank in Greece.

Detailed instructions will be provided by the staff of our Department prior to their arrival.





# CHECKING OUT

Checkout!

Leaving Aristotle University of Thessaloniki

**Check out** at the Department of European Educational Programmes:

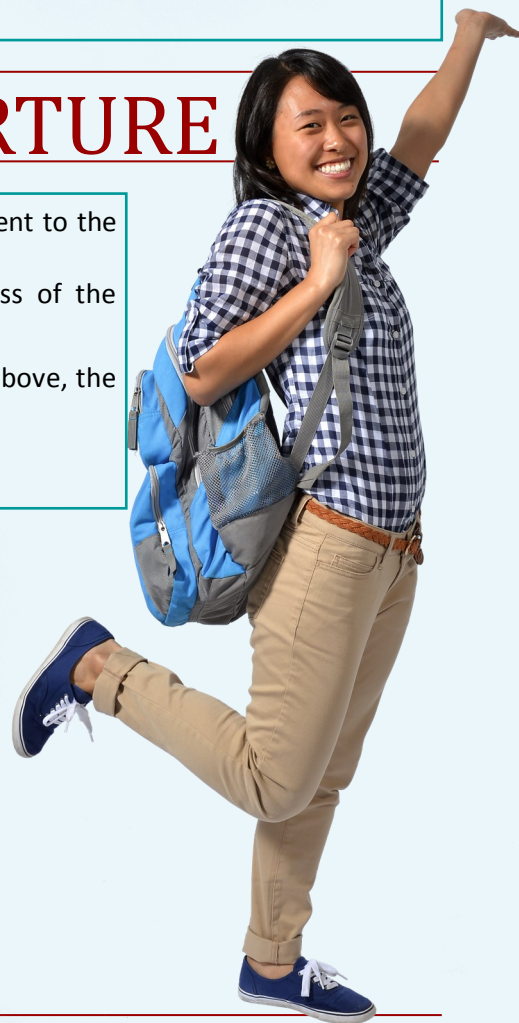
- Get a certificate from the School Library stating that you don't owe any books (even if you have never visited the Library)
- Either submit a Certificate of Departure for signature given by the Sending Institution or ask for one from our Office (this document sometimes has the name 'Duration of Studies')
- Check for any pending Learning Agreements and/or Changes or any other document that needs to be signed
- Submit a form (given by our Office) indicating the courses for which the student is expecting grades, so that the Transcript of Records is issued properly.

Don't forget to provide the Secretariat of the School with a copy.

## AFTER YOUR DEPARTURE

All Transcripts of Records, according to the programme's guidelines, will be sent to the University by post and to the student by e-mail (please make sure that the **Department of European Educational Programmes** has the correct address of the Erasmus/International office of the Sending Institution).

**For Erasmus Mundus students & Erasmus+ International:** In addition to the above, the departure boarding passes must be sent via regular post and by e-mail.



## ERASMUS STUDENT NETWORK (ESN)

The **Erasmus Student Network** of Aristotle University of Thessaloniki (ESN AUTH) is a network working on voluntary basis, aiming to help students adjust themselves in a new environment and make them feel part of the local community through various activities. Do not hesitate to contact them, in order to meet co-students and ask any questions regarding your stay here.

You can contact ESN AUTH at [www.auth.esngreece.gr](http://www.auth.esngreece.gr), or e-mail: [esn.auth@gmail.com](mailto:esn.auth@gmail.com) & [auth@esntheσσαloniki.gr](mailto:auth@esntheσσαloniki.gr).



# NOTES

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E-mail: [eurep-dept@auth.gr](mailto:eurep-dept@auth.gr)

[www.eurep.auth.gr](http://www.eurep.auth.gr)

<https://www.facebook.com/ErasmusAUTH>

Opening Hours for the students: Monday to Thursday 11:00 to 13:30

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Erasmus+



Erasmus  
Mundus